



POSITION DESCRIPTION

City of Fairmont

1. POSITION TITLE: Building Inspector
2. DEPARTMENT: Building Inspector/Code Enforcement
3. PAY GRADE: 700
4. SALARY: \$47,476.00, plus additional certification pay of \$1.40/hour (\$2,912 annual) for each certification as a Code Official in any 1 or more of the following disciplines: Building, Electrical, Mechanical, Plumbing, Fire Prevention; or, \$0.28/hour for certification in any one discipline by passage of an individual BOCA or ICC exam.

5. GENERAL DESCRIPTION OF THE POSITION:

Incumbent is responsible for the overall administration and management of the State Building and Housing Code as it applies to the City of Fairmont. The position assists the Director of Planning and Development in administering the City of Fairmont Planning and Zoning Code.

This skilled position supervises all administrative, clerical, and technical positions in the performance of their assigned duties. Additionally, position encompasses skilled field inspection and related administrative work in the enforcement of City building and zoning ordinances/codes regulating construction, alteration, and demolition of structures and land use.

Work involves ensuring compliance with applicable codes and regulations through plan review, owner/contractor consultations, and site inspections

6. DUTIES OF THE POSITION:

Plans, organizes, and directs the inspection and enforcement activities of the Department; receives and reviews applications and construction documents and conducts subsequent inspection(s) for compliance with applicable codes and standards for new structures, alterations and modifications to existing buildings, and change of use and processes to

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6. DUTIES OF THE POSITION: (cont)

existing facilities, demolitions, and rental units. Checks all aspects of construction for compliance with all applicable building, mechanical, electrical, and plumbing codes as adopted by the State of West Virginia. Prepares inspection reports and follows up on findings to ensure compliance. Prepares and issues letters, notices, and memorandums as required. Provides information on building codes and construction safety to contractors, businesses and property owners. Provides training to subordinates and as necessary to the general public. Operates, maintains, and insures correct calibration of electrical test equipment (e.g. multi meters, circuit testers) and air monitoring equipment (e.g. CO meter, velometer). Provides technical advice to other departments, the City Manager, and the City Council. Performs special projects, programs, and other duties as assigned by the City Manager.

7. DESCRIPTION OF SUPERVISION RECEIVED:

Direct supervision is provided by the City Manager. The City Manager provides administrative direction in terms of broadly defined City and department goals and objectives. The City Manager is kept informed of the program(s) status, progress, and potentially controversial department matters.

8. DESCRIPTION OF SUPERVISION EXERCISED:

Supervises and provides guidance to the City of Fairmont Building Inspectors, Code Enforcement Officers, and administrative department personnel in the performance of their duties. Assigns work, provides direction, gives technical support, and coordinates work efforts to ensure work complies with departmental policy and governing regulatory requirements. Provides motivation and training to staff. Performs annual employee performance reviews in accordance with guidelines established by the City Manager.

9. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR
PERFORMANCE OF THE WORK:

Working knowledge of the West Virginia State Building Code, ICC Building Codes, NFPA Electrical Codes, and references regulations. Working knowledge of building construction materials and building and housing codes. Ability to perform thorough and efficient inspections of structures, construction sites and processes. Possess effective verbal and written communication skills. Ability to deal harmoniously with all levels of personnel, the business community, and the general public.

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10. EDUCATION AND/OR EXPERIENCE REQUIREMENTS:

A minimum of a High School Diploma, and four years' experience in the construction field, including three years of experience as a leader or supervisor; preference given for a two year/four year degree from an accredited College or University in the field of Construction of Technology, Safety, Public Health, Engineering, Architecture or related field and two years of construction field experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. The successful candidate must possess a West Virginia Master Electrical License and a valid West Virginia Driver's License prior to employment.

Certification from the WV State Fire Commission as a Building Inspector or the ability to obtain such certification within twenty-four (24) months of hiring is required with this position.